

Student Name: _____ Business: _____

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Call insurance company		
Enter data in spreadsheet		
Enter patient accounting in data base		
Enter patients' information		
Fill out consultation report		
Fill out patients' medical records		
Insurance forms		
Observe how to diagnose problems		
Observe patients' being worked on		
Physical exam tests		
Read X-Rays		
Receive payments		
Develop x-rays		
Experience therapies		
Schedule appointments		
Type letters		
View chiropractic videos		
Learn information about taxes and finance		

Supervisor Signature _____

Date _____